



## **Smiths Falls Public Arts Advisory Committee**

### **Terms of Reference**

#### **1. Purpose**

The purpose of the Smiths Falls Public Arts Advisory Committee (the “Committee”) is to provide recommendations to Council on the acquisition, maintenance and decommissioning of public art in all forms throughout the municipality; and to keep current all documents and strategies that apply to public art in the Town of Smiths Falls.

#### **2. Mandate**

The successful implementation of the Public Arts Policy is based on the roles and responsibilities appointed to the Committee as set out in this document. The mandate of the Committee consists of the following responsibilities and tasks:

- a) Review and provide recommendations on the planning, expansion, preservation, and development of public art in the municipality; and
- b) Assist staff in identifying and generating funding for new and restoration of public art assets; and
- c) Provide recommendations on updates to municipal policies, procedures, and templates associated with the implementation and maintenance of the Smiths Falls Public Arts Master Plan; and
- d) Review and keep current the Smiths Falls Public Art Inventory, and insure new or decommissioned installations are included in the municipal Asset Management database.
- e) Liaise with the public on strategies and services to help broaden the awareness and participation on public art initiatives in the municipality;
- f) Review and provide recommendations for suitable locations for permanent public art installations both on and within public and private property;
- g) Evaluate and score proposals for public art capital commissions and installations.
- h) Evaluate and recommend public art funding requests, including public art proposals related development applications or the Community Improvement Façade Program 13 – Façade Improvements;
- i) Consider and provide recommendations to Council on any other matter referred to the Committee by Council and Town Staff.

### **3. Membership**

#### **3.1 Appointment**

The Committee members will be appointed by Council, and set to the term of Council. Members on the Committee will remain members, except in the event of resignation or removal by resolution of Council, or until the Committee is dissolved via resolution by Council.

- a) The Committee will consist of seven (7) members.
- b) One (1) Council members, (6) citizen members having knowledge and experience in various forms of public art, that may or may not include one (1) youth between the ages of 16-17. This cross section of individuals shall be appointed to represent a diversity of member with technical and community expertise to implement the Smiths Falls Public Arts Master Plan.
- c) Individuals with a background in arts and culture advocacy and professional expertise shall be prioritized in the selection process.

#### **3.2 Administration**

- a) All members appointed by Council shall be considered voting members.
- b) The membership will appoint one voting member as Chairperson at the first scheduled meeting.
- c) The membership will appoint one voting member as Vice-Chairperson at the first scheduled meeting.
- d) A majority of voting members shall constitute quorum.

### **4. Staff Liaison**

The Town will provide the Manager of Economic Development (or their designate) (non-voting) to the Committee who will act as Secretary & Treasurer and provide technical and administrative support to the Committee. The staff liaison will:

- a) Create, maintain and distribute agenda packages and minutes and recommendations of the Committee;
- b) Lead the acquisition and budgeting of Public Art;
- c) Review annually with the Committee, all documentation related to the Public Arts Master Plan to make sure best practices are being met;
- d) Inform the Committee of potential funding or partnership opportunities for investigation;
- e) Liaise with the Committee, Town staff, and the public to coordinate art projects;
- f) Liaise with other Town staff and Council on matters to do with the Smiths Falls Public Art Master Plan, and its policies and procedures;
- g) Be the point of contact for inquiries about installations, donations, partnerships and deaccession of public art;
- h) Report to Council on matters relating to the budget.
- i) Coordinate Council presentations and reports.

## **5. Meetings**

### **5.1 Regular Meetings**

The Smiths Falls Public Art Advisory Committee will meet on a regular basis as set by the members or as called by the Chair. The Committee will meet no less than six (6) times in a calendar year.

All meetings will have a formal agenda. Agenda packages will be sent by the staff liaison within three (3) business days before the scheduled meeting via email.

Delegation requests will be directed to the staff liaison and approved by the Committee Chairperson. Delegations will be given fifteen (15) minutes to present, unless otherwise preapproved by the Chairperson.

### **5.2 Working Groups**

The Committee may appoint working groups to advance a particular purpose in accordance with the Committee's mandate. Working groups must consist of a minimum of three (3) appointed members from the Committee and can include additional town staff or members of the public.

As a working group, formal agenda packages are not required; however, working groups are responsible for reporting their proceedings to the Committee. Any direction, motion or recommendation related to expenditures or responsibilities within the working group's mandate can only be done at the direction of the Committee.

## **6. Reports to Council**

As an Advisory Committee of Council, the Smiths Falls Public Arts Advisory Committee is responsible for advising Council based on its mandate. The advice and recommendations solicited from the Advisory Committee as well as any other correspondence will be provided to Council via the following processes:

- a) Committee meeting minutes or motions included in or appended to staff reports; or
- b) Council representative reports and updates in accordance with the Procedural By-law;
- c) Through Director Updates or correspondence items to Committee of the Whole.

## **7. Budget**

The Smiths Falls Public Arts Advisory Committee budget will be approved by Council. Financial recommendations adopted by Council will be incorporated into the Town's operational or capital budget.

## **8. Committee Remuneration**

Members of the committee will receive no remuneration with the exception of preapproved expenses as per established Town policies.

## **9. Code of Conduct**

Council of the Corporation of the Town of Smiths Falls established a Code of Conduct for Members of Council and its local boards (By-law 9973-2018).

The Town of Smiths Falls is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Town's goal to provide a healthy and safe work environment for staff and volunteers.